

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-M050	POSITION: ADMINISTRATOR, Clinical and Health Services MS 301-15
OPENING DATE: 4/21/09	CLOSING DATE: 05/04/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: _____	SALARY RANGE: \$98,285 - \$137,599 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:00 A.M. TO 5:00 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED NO. OF VACANCIES: ONE (1)
AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Clinical Practice (ODDCP), Clinical and Health Services Administration	
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Administrator is responsible for co-managing and directing the delivery of professional medical, psychiatric and other support services to children and families in the District of Columbia.

- Works collaboratively with the Deputy Director and other Agency offices and administrations which interface with the Office of Clinical Practice for the safety, permanency, and well-being of children involved in the District of Columbia Child Welfare System.
- Serves as CFSA's lead on mental health issues, policies and procedures. Reviews, evaluates and revises policies and Coordinates, plans, manages, and directs the administration of clinical and therapeutic activities through a Clinical and Health Services Program Manager program services delivery to reflect developments in best practices in treatment and service delivery. Responsible for and accountable for assuring appropriate health and mental health care delivery to children in the care and custody of the Child and Family Agency.
- Responsible for ensuring the identification and referral for services of all children under the age of thirty-six (36) months who present to CFSA with a substantiated allegation of substance exposure, abuse and/or neglect.
- Interfaces with various levels of CFSA management and with other organizational agencies and jurisdictions involved in medical services attendant to child welfare. Provides information in response to requests for information from executive and legislative officials and other administrations and/or provider management staff.
- Drafts legislation and policy, identifies program and unit needs, prepares budget request, monitoring and approves expenditures and contracts, and prepares and presents program or operating information and proposals. Provides professional leadership within the Agency for the development, delivery, and prioritization of health care services for children in the care and custody of the Child and Family Services.
- Leads medical and clinical staff in the integration of medical and behavioral health care with community health and human services initiatives and outcomes. Performs staff in-service and resource parent training. Develops Office of Clinical Practice-child welfare oriented rotations for Pediatric Residents and other post-graduate professionals.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of Federal and District laws and regulations related to child welfare.

SELECTIVE PLACEMENT FACTORS:

- **Master's Degree in Nursing and/or combination of experience and education**
- **On-call availability is required**

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Advanced knowledge of the principles and practices of child welfare and other related medical and psychological practices;
2. Advanced knowledge of human behavior dynamics, child welfare and of related psychiatric, psychological and medical practices;
3. Comprehensive knowledge of techniques and modalities related to cultural diversity;
4. Comprehensive knowledge of CFSA policies, procedures, operating programs, structures, functions, and services;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
